2. More Use of the Mouse in Windows 7

The mouse has become an essential part of the computer. But it is actually a relatively new addition. The mouse did not become a standard part of the PC until *Windows* was introduced.
Before then, only computers made by *Apple* had a mouse, and it had only one button. It quickly became evident that operating a PC had to be made easier so that more people could use it.
This is why the software became increasingly *graphic*: pictures and buttons replaced complicated commands. *Windows 7* is an excellent example of this.

The most important commands can be carried out by using the mouse. Various aspects of *Windows 7* were developed to make it easier to use – there are various kinds of buttons in many sizes on the screen: buttons to press, on and off buttons, buttons that turn and scroll bars. The mouse has also been given more and more functions.

In this chapter, you will learn how to utilize these functions.

In this chapter, you will learn how to:

- drag with the mouse;
- drag a scroll bar;
- use a scroll wheel;
- change the size of a window;
- use the *Windows Help and Support*;
- double-click with the mouse;
- right-click with the mouse.

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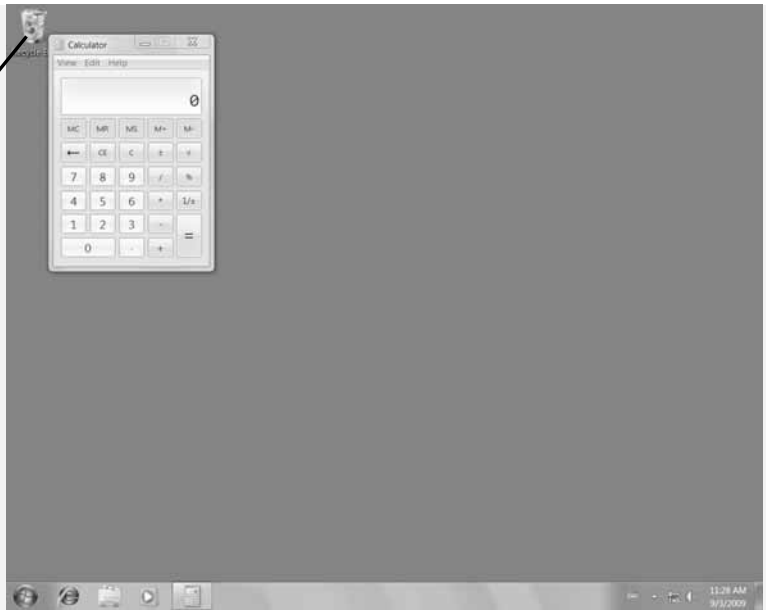
2.1 Getting Ready

Before you begin:

☞ **Turn the computer (and the monitor) on**

☞ **Open the *Calculator*** 5

The *Calculator* window is opened:



2.2 The Next Three Mouse Actions

In the previous chapter, you learned that there are four basic ways to use your mouse buttons:

- click (single-click);
- drag;
- double-click;
- right-click.

You have practiced how to click (single-click with the left mouse button) in the previous chapter. In this chapter, you will learn how to perform the other three mouse actions.

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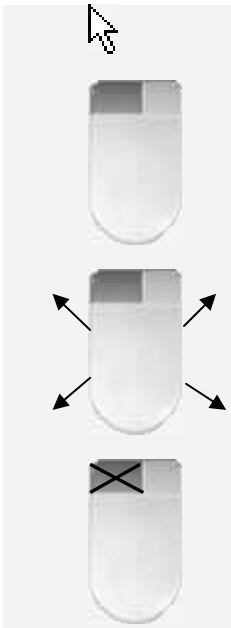
2.3 Dragging

Dragging is used to move windows and icons around on your desktop.
Dragging is done like this:

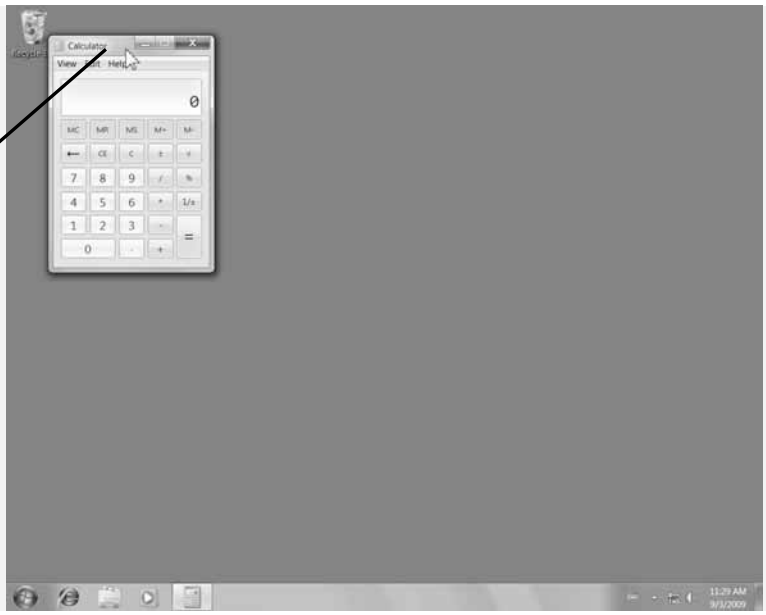


- Point to something with the mouse pointer.
- Press the left mouse button and hold it down.
- Move the mouse.
- Let go of the mouse button when you are done.

For example, you can move the *Calculator* window to another location on the desktop by dragging its title bar. The title bar is the horizontal bar at the top of a window which contains the name of the window. Try it:

Place the mouse pointer on the title bar

Press the left mouse button and hold it down



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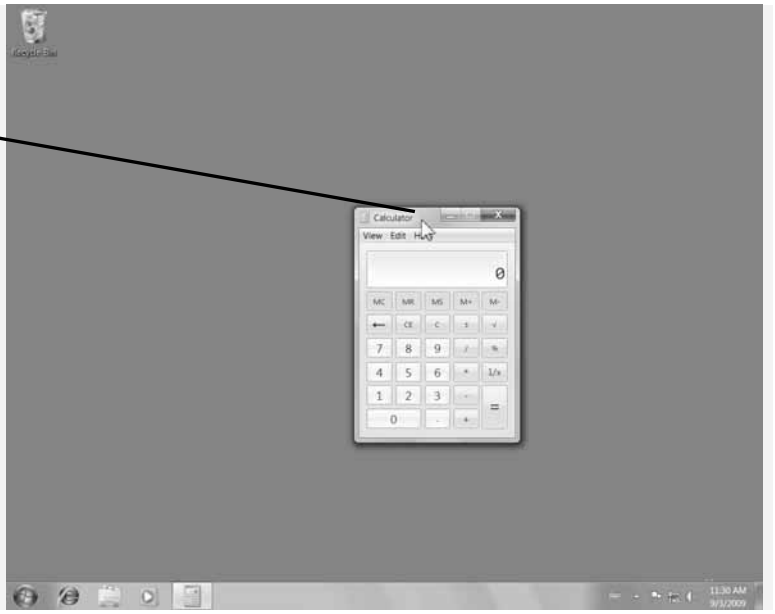
While holding down the left mouse button, slide the mouse over the tabletop



The *Calculator* window slides with the mouse pointer.

Release the mouse button

At the end of this chapter you will find exercises for practicing dragging.
Now you can close the *Calculator* window.

Close the *Calculator* window 4

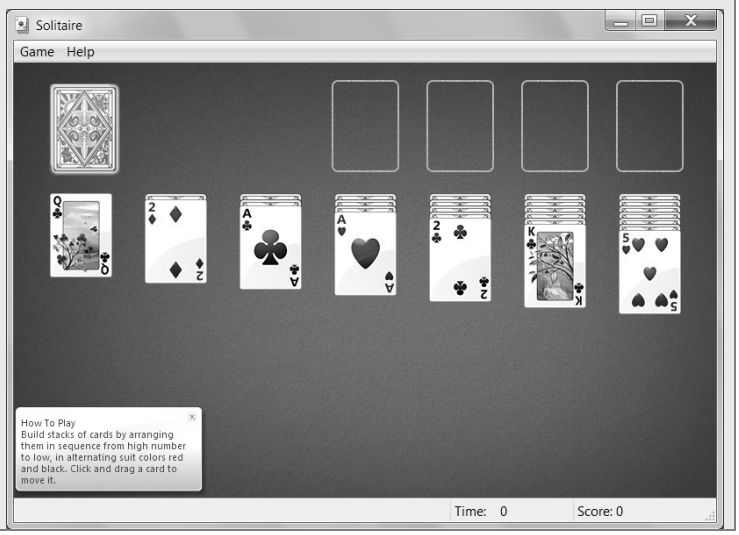
Tip

Dragging in Solitaire

A good way to practice dragging, is by playing the popular card game *Solitaire* on the computer. It is the perfect, handy way to learn to use the mouse.

This *Solitaire* program comes with *Windows 7* and it has probably already been installed on your computer.

In *Appendix A Clicking, Dragging and Double-Clicking in Solitaire* at the back of this book you can read how to start this program and play the game.



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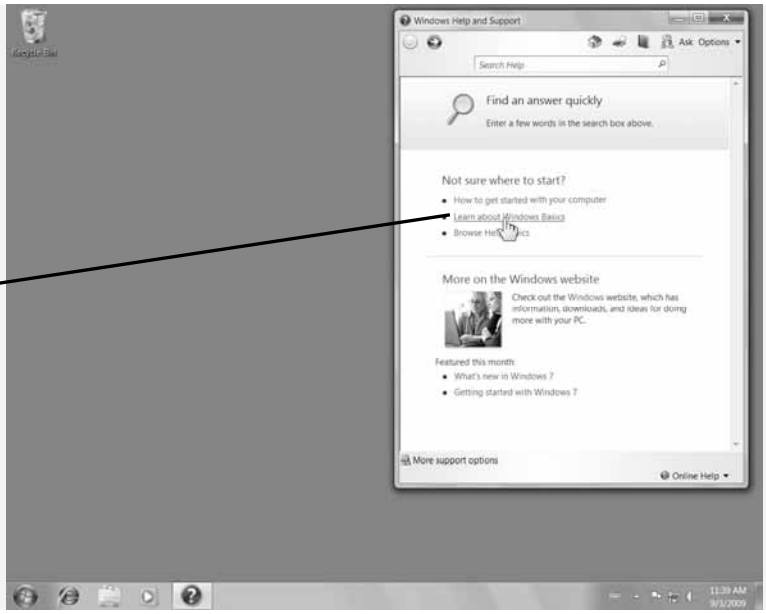
2.4 Dragging with a Scroll Bar

There are many situations in *Windows* where you must *drag* something. You can practice dragging different objects while using the *Windows Help and Support* window.

☞ **Open *Windows Help and Support*** 6

This figure shows the *Windows Help and Support* window:

☞ **Click**
Learn about Windows B



When a document, (web) page, or picture exceeds the size of its window, *scroll bars* appear. The scroll bar allows you to see the content that is currently out of view. This happens in the *Windows Help and Support* window. Part of the content is not fully visible.

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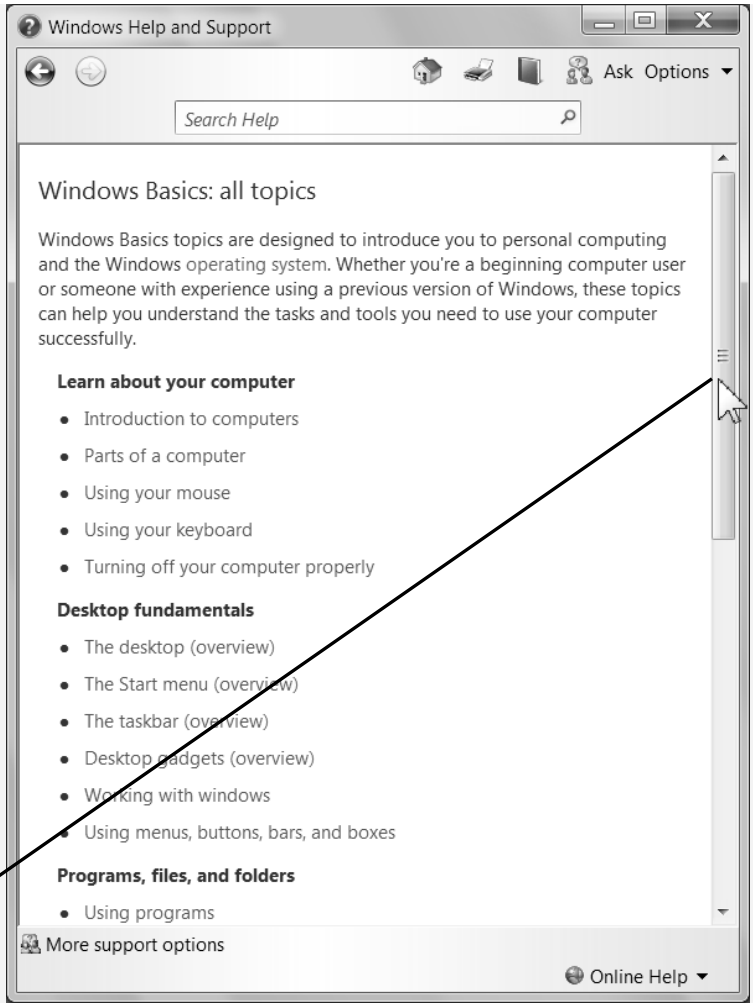
Take a look:

In the right-hand side of the window, you see a vertical bar:

This bar is called a *scroll bar*.

Place the mouse pointer on the scroll bar



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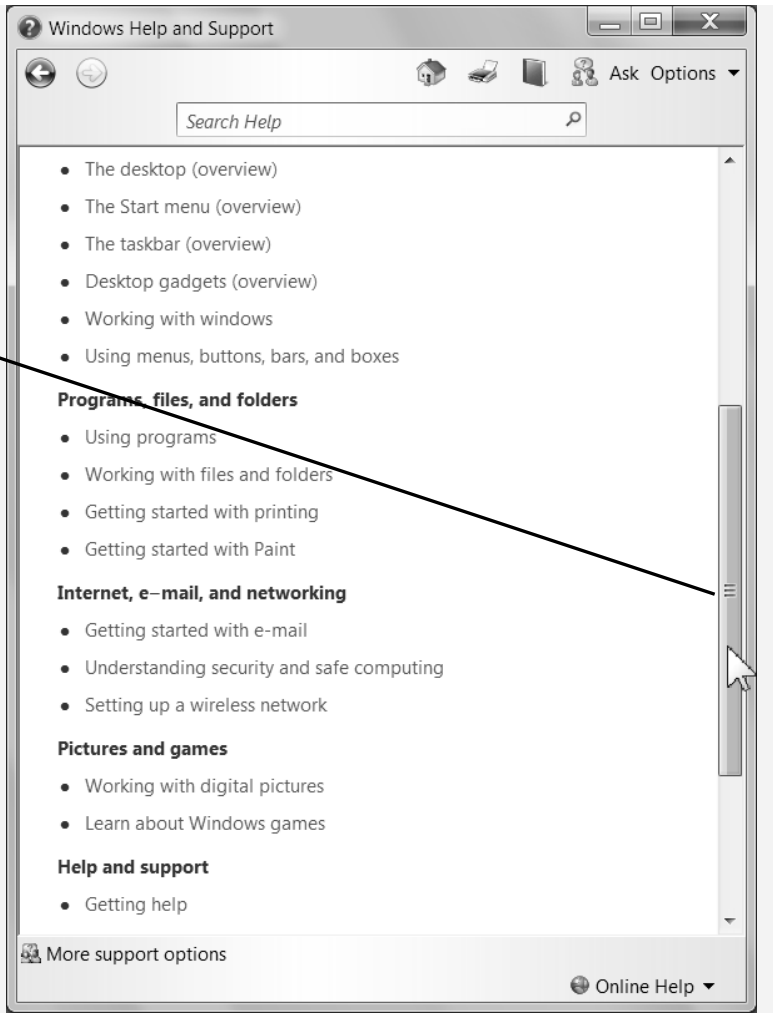
Press the left mouse button and hold it down

The scroll bar turns blue.

Keep pressing the left mouse button, and drag (slide) the mouse pointer down

The scroll bar will also move down:

Release the mouse button

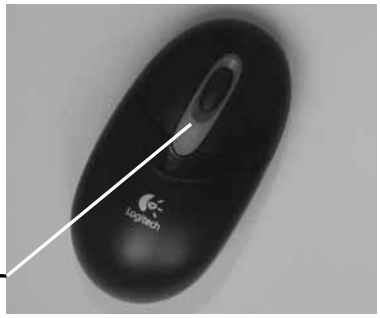


You can use the scroll bar to scroll down the contents of a window, in this case, the topics listed under *Windows Basics: all topics*. These scroll up so that you can read through to the last lines in the list.

2.5 Using the Scroll Wheel of a Mouse

Many mice nowadays include a scroll wheel between the buttons. If you see a scroll bar and your mouse has a scroll wheel, you can use this wheel to scroll through documents and web pages.

The scroll wheel is situated between the left and right mouse button:



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You can roll the wheel gently using your index finger.
Do not press the wheel! On some mice, the scroll wheel can be pressed to act as a third button. This is not necessary here.
Try using the scroll wheel now:

Click somewhere in the page, for example in the white area (not on any text)

Now you can scroll:

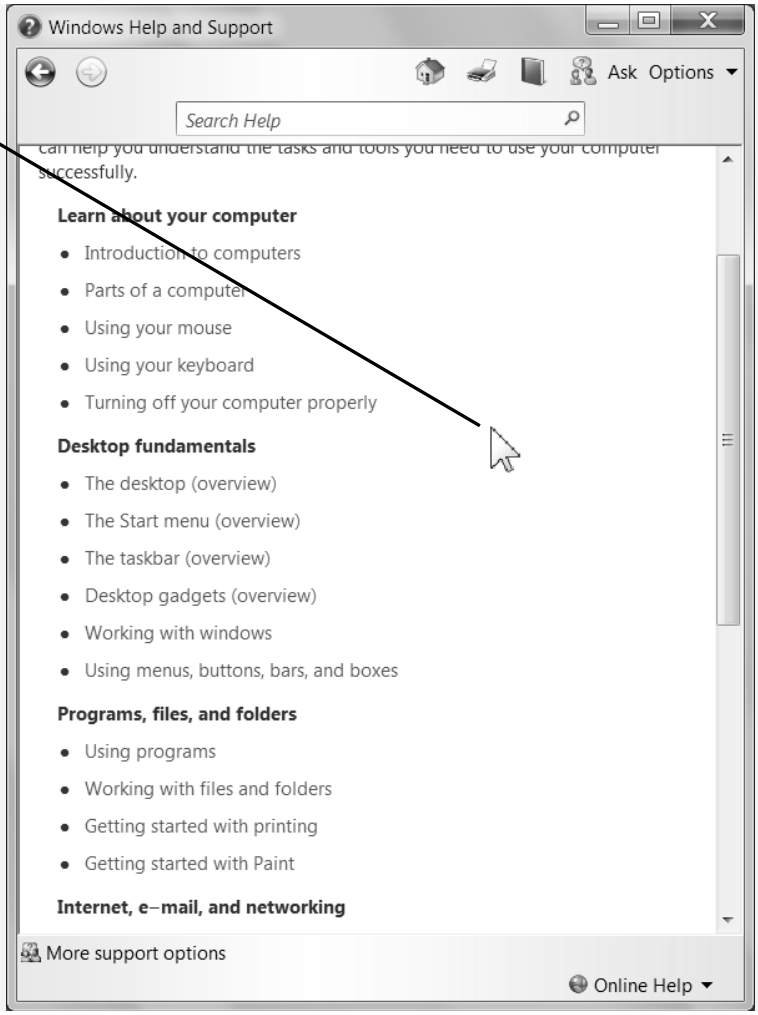
Roll the wheel gently using your index finger

To scroll down:

Roll the wheel gently backward (toward you)

To scroll up:

Roll the wheel gently forward (away from you)



You see the page moving up and down and the scroll bar along with it.

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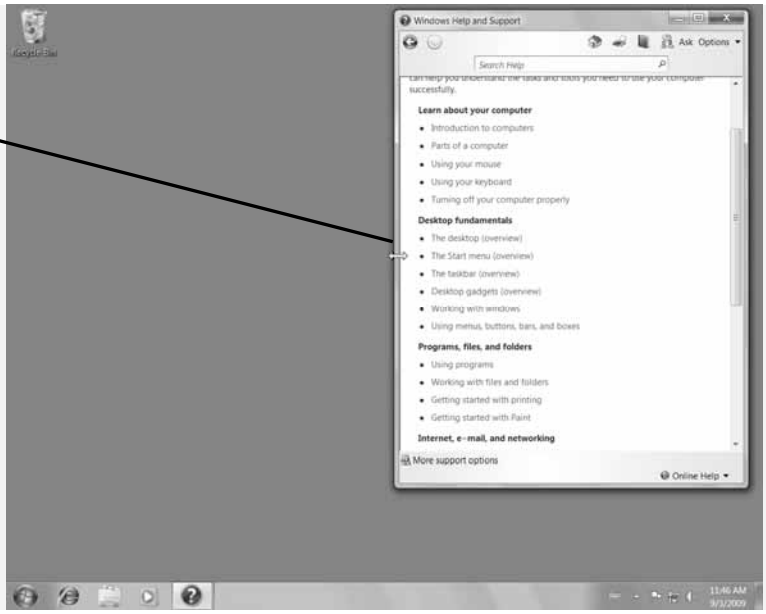
2.6 Enlarging and Reducing a Window

When a window is not maximized, you can change its size by dragging the edges of the window's frame with the mouse. Try it:

☞ **Place the mouse pointer precisely on the left edge of the window's frame**

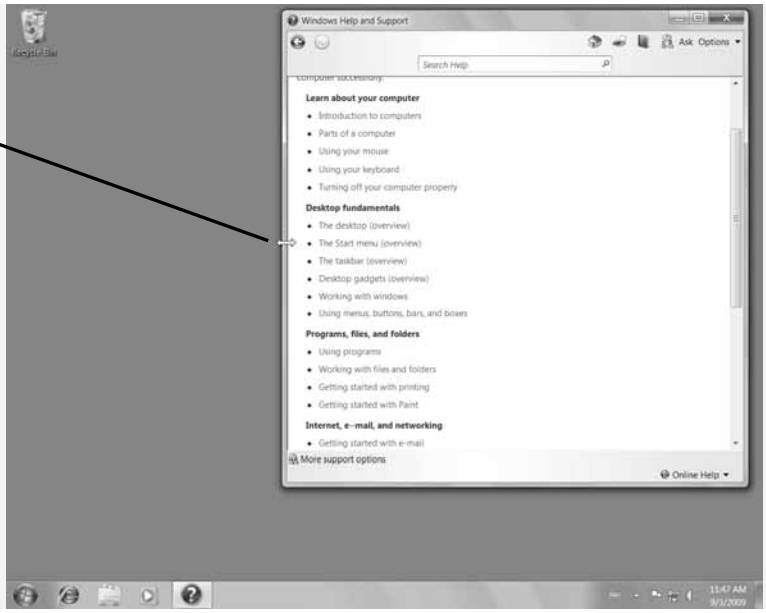
The mouse pointer changes into a double arrow ⇦:



☞ **Keep pressing the left mouse button and drag the mouse to the left**

You will see the size of the window expand.

☞ **Release the mouse button**



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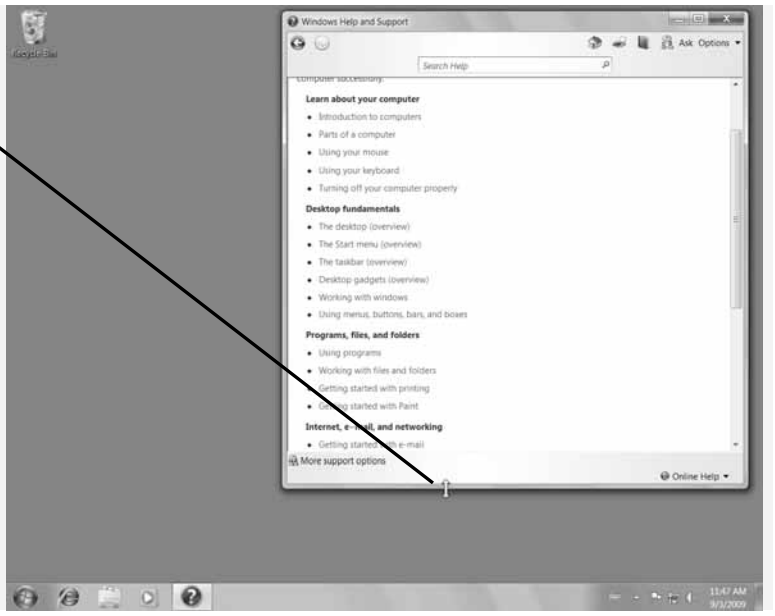
By dragging with the mouse, you can also change the height of a window.
Remember: this is only possible when the window is not maximized.

☞ **Place the mouse pointer precisely on the bottom edge of the window's frame**

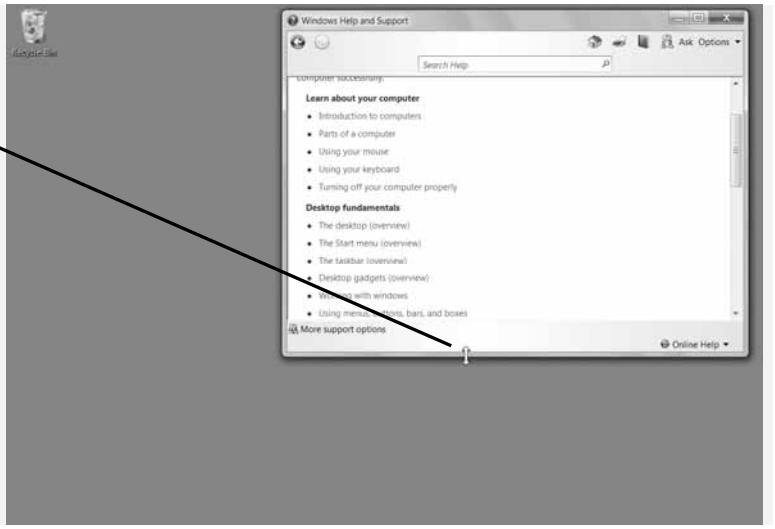
The mouse pointer changes into a double arrow ⇕:



☞ **Keep pressing the left mouse button and move the mouse upward**

You will see the window reduce in size:

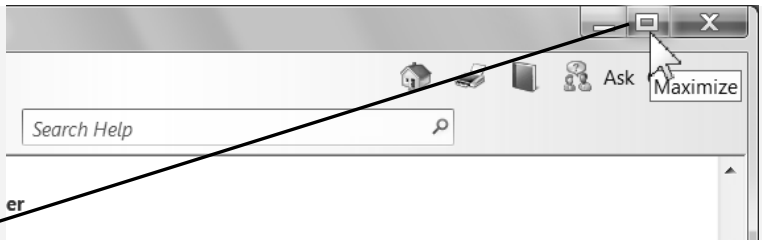
☞ **Release the mouse button**



For the next few steps, it is handy to maximize the window so that it fills the screen:

You can see the Maximize button in the upper right corner of the *Windows Help and Support* window:

☞ **Click**



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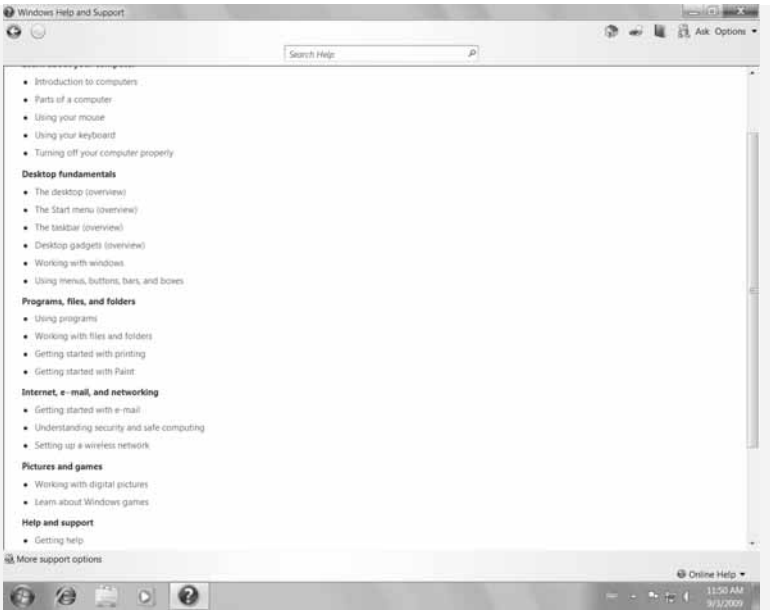
Now the window is maximized and fills the entire desktop:



Because you already have the *Windows Help and Support* window open, you can take a closer look at how this program works.

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